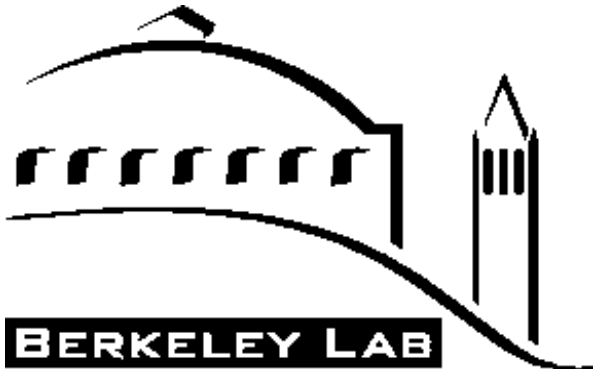
Ernest Orlando Lawrence
Berkeley National Laboratory

Aviation

Policy and Procedures



March 1998

Approved by:

Klaus H. Berkner Deputy Director, Operations Ernest Orlando Lawrence Berkeley National Laboratory	Date

Reviewed by:

Donald Van Acker Berkeley Lab Aviation Point of Contact/Aviation Safety Officer	Date
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RJ Arri Berkeley Lab Procurement Manager	Date

Aviation Policy and Procedure

Contents

Policy Overview

Introduction

The purpose of this document is to set forth policies and procedures to procure aircraft or aviation services - by means of purchase, charter, lease, borrow, manage, or contract - for use by the University of California Ernest Orlando Lawrence Berkeley National Laboratory (Laboratory or Berkeley Lab), and to set forth the policies for use of such aircraft or aviation services.

These policies do not apply to use of commercial air carriers* or U.S. Government or military-owned aircraft carrying Berkeley Lab experiments, passengers or cargo unless such aircraft are under the direction and/or control of Berkeley Lab personnel.

Furthermore, these policies do not apply to foreign or domestic aviation services that may be required due to life-threatening evacuation or immediate emergency medical care for employees.

Berkeley Lab Aviation Safety Officer/Point of Contact (POC/ASO) will conduct periodic internal oversight in coordination with the U.S. Department of Energy Oakland Operations Office (DOE/OAK) Aviation Manager and/or Aviation Safety Officer.

** For use of commercial air carriers and privately-owned aircraft, consult the Ernest Orlando Lawrence Berkeley National Laboratory (Berkeley Lab) Administrative Policies and Procedures Travel Policy contained in the Regulations and Policy Manual (RPM), Section 4.0.*

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Aviation Policy

This policy meets the intent of DOE Order 440.2, Aviation Safety, and any further revisions accepted by the University under Prime Contracts 48 and/or 98.

Except as noted in the Introduction section of this document, all aircraft utilization and aviation services must be approved in advance by the Point of Contact/Aviation Safety Officer (POC/ASO).

Berkeley Lab may only purchase, charter, lease, borrow, or contract for aircraft and aviation services that will be used in a manner consistent with the Laboratory mission or purpose.

The purchase and/or disposition of an aircraft shall be conducted in accordance with 41 CFR Part 101-37 of the Federal Property Management Regulations (FPMRs), and with concurrence of the DOE Senior Aviation Management Official (SAMO). The DOE/OAK Aviation Manager shall be notified prior to such procurement by the Berkeley Lab POC/ASO

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Policy Overview, continued

Roles and Responsibilities

DOE/OAK Aviation Manager (DOE/OAK AM) - The DOE/OAK AM has aviation management responsibility and authority for all DOE/OAK, M&O contractors, and associated aviation contractors' or subcontractors' aviation activities. In addition, he is responsible for and approves all aviation activities at DOE/OAK and the M&O Contractors (Berkeley Lab) within the scope of DOE Order 440.2, Aviation.

DOE/OAK Aviation Safety Officer (DOE/OAK ASO) - Reporting to the DOE/OAK Aviation Manager regarding aviation matters, the DOE/OAK ASO has safety oversight of all aviation activities at DOE/OAK, M&O contractors, and associated aviation contractors or subcontractors within the scope of DOE Order 440.2, Aviation. In addition the DOE/OAK ASO will:

- Monitor the DOE/OAK and the M&O contractor aviation operation activity in accordance with DOE aviation guides/guidelines.
- Initiate and chair Flight Readiness Review Boards for aviation projects.
- Make a determination on the need for and approval of Aviation Safety Documentation (ASD).
- Conduct evaluations of M&O organizations as well as associated aviation contractors/subcontractors.

Berkeley Lab Aviation Point of Contact/Aviation Safety Officer (POC/ASO) - The Berkeley Lab POC/ASO will coordinate and/or delegate to the Berkeley Lab Procurement Manager, with the DOE/OAK Aviation Manager and/or Aviation Safety Officer, approval on all aviation activity, within the scope of DOE Order 440.2, Aviation. In addition, the POC/ASO will:

- Work closely with the DOE/OAK Aviation Manager and/or the DOE/OAK Aviation Safety Officer during the planning and execution of aviation missions.
- Notify the DOE/OAK Aviation Manager and/or DOE/OAK Aviation Safety Officer of aviation meetings at Berkeley Lab to discuss specific projects, policies and procedures, etc.
- Make efforts that appropriate Berkeley Lab employees attend DOE-wide aviation programs.
- Work with other Berkeley Lab organizations as needed, to assure that all aspects of this policy are followed.
- Be cognizant of, and provide guidance and assistance, to those Berkeley Lab organizations involved with aviation operations to assure that such operations comply with DOE aviation safety requirements referenced herein.
- Perform and approve vendor assessments for aircraft subcontractors, providers of services or Laboratory purchase, charter, lease, borrow, or manage, in collaboration with the Berkeley Lab Procurement Specialist.

Currently this function rests with Berkeley Lab Environmental Health & Safety (EH&S) Division.

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Policy Overview, continued

Roles and Responsibilities (continued)

Berkeley Lab Procurement Specialist - Performs and approves, in collaboration with the Berkeley Lab POC/ASO, vendor assessments for aircraft subcontractors, providers of aviation services, or Laboratory purchase, charter, lease, borrow, or management of such aircraft and/or services. Ensures that all applicable approvals and documentation are obtained prior to issuing any subcontract for Aviation Services. Ensures that any subcontract issued for aviation services includes the clauses necessary to ensure subcontractor compliance with Berkeley Lab Procurement Aviation Policy and Procedure. For each aircraft used, completes and submits to DOE/OAK ASO annual interagency report titled "Contract/Charter/Rental Aircraft Cost and Utilization" report (GSA Form 3551 (Rev. 04-93)). Completes and submits changes to this report as required.

Berkeley Lab Risk Manager - Assesses the risk associated with proposed non-routine aviation activity and reviews and approves aircraft insurance requirements in collaboration with the Berkeley Lab POC/ASO.

Berkeley Lab Procurement Manager - Performs final oversight review to assure all aspects of the Aviation Policy have been fulfilled. This is performed through the use of the Procurement Aviation Checklist, Attachment A.

Berkeley Lab Sponsoring Organizations - Any program, department, or directorate at Berkeley Lab using an aircraft for project purposes including, but not limited to, experimental, aerial data collection, remote-controlled aircraft, remote sensor platform, etc. shall have the following responsibilities:

- Prior to a routine flight operation, prepare and submit a Berkeley Lab Notification of Routine Flight Operation to the Berkeley Lab POC/ASO which must then be submitted to and approved by the DOE/OAK ASO prior to any flight.

- For a non-routine flight, ensure that the Aviation Safety Document is consistent with the scope of work outlined in the contractual instrument being utilized to effect the air operation. Prior approval is also required by the Berkeley Lab sponsoring organization Division Director, and subsequent approval is required by the DOE/OAK Aviation Manager for the aviation activity, and from the DOE/OAK Aviation Safety Officer for the ASD.

- Preparation of an Operation Safety Procedure (OSP) or Aviation Safety Document (ASD), including any other required documentation such as Shipping or Property Management paperwork, as appropriate.

- Completion of the Procurement Aviation checklist (Attachment A).

Additional reviews and approvals may also be required by other Laboratory or DOE entities, as appropriate, including the DOE/OAK Aviation Safety Officer.

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Policy Overview, continued

Vendor Assessment

On-site vendor assessments of all aviation services shall be performed prior to the award of a subcontract or M&O order. The US Department of Energy "Operations Audit Checklist, Department of Energy, Aviation Management (Charter or Lease Operations)" is a tool used for this process. A copy of the assessment, along with a summary of it, will be submitted to DOE/OAK by the Berkeley Lab POC/ASO. (This form is available in Procurement).

Periodically, Berkeley Lab will review the need and level of follow up assessment for extended subcontracts. Regardless, an on-site vendor assessment will be performed after the third year of any subcontract.

Vendors shall operate to the standards specified in 14 CFR Parts 91, 135, or 121, as applicable. Exemptions relative to specific operators or operations shall be addressed to the DOE/OAK Aviation Manager for resolution.

All Aviation Subcontractors must have an approved Substance Abuse Program in place in accordance with 10 CFR 707 & FAA Regulations as specified in 14 CFR 135.251 and 14 CFR 121, Appendix I: Drug Testing Program.

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Report Requirements

All significant aircraft accidents, incidents, and aviation hazards will be reported through the Berkeley Lab POC/ASO to the DOE/OAK Aviation Manager, or the DOE/OAK Aviation Safety Officer in the Aviation Manager's absence, as well as, in accordance with DOE Order 232.1, Occurrence Reporting and Processing of Operations Information.

In the event of an accident, Berkeley Lab may be requested, by DOE/OAK to provide technical expertise, as appropriate.

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Routine Flight Operations

A routine flight operation is defined as operations having hazards of a type and magnitude routinely encountered and/or accepted by the public.

The determination as to whether an aircraft operation is routine will rest with the Berkeley Lab POC/ASO.

The Berkeley Lab sponsoring organization responsible for the routine flight operation will be required to submit a Berkeley Lab Notification of Routine Flight Operation to the Berkeley Lab POC/ASO. This notification is submitted to DOE/OAK AM, or ASO in DOE/OAK AM's absence, by the Berkeley Lab POC/ASO.

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Policy Overview, continued

Non-Routine Flight Operations

The determination as to whether an aviation operation is non-routine will rest with the Berkeley POC/ASO.

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Aviation Safety Document (ASD)

When an aircraft operation has been determined by the Laboratory to be non-routine, the Berkeley Lab sponsoring organization will prepare and **must have on file, a Berkeley Lab Aviation Safety Document (ASD) prior to any flight operation. This document must be approved by the DOE/OAK Flight Readiness Review Board.**

In addition, concurrence is required by the Berkeley sponsoring organization's Division Director, and subsequent approval is required by the DOE/OAK Aviation Manager for the aviation activity and from the DOE/OAK Aviation Safety Officer for the ASD.

The ASD must be reviewed by the Berkeley Lab POC/ASO in collaboration with the Berkeley Lab Risk Manager, and DOE/OAK Aviation Safety Officer, as appropriate.

The Berkeley Lab sponsoring organization must ensure that the ASD is consistent with the scope of work outlined in the contractual instrument being utilized to effect the air operation.

When any aviation operation changes, relative to the ASD, the operation must cease and prior written approval is required from the DOE/OAK ASO.

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Authorized Passengers

Advance review and approval of all passengers must be obtained from the Berkeley Lab POC/ASO and Risk Manager as an integral part of procuring the aircraft services in addition to the Laboratory Director's approval as defined elsewhere herein.

University representatives, Laboratory guests, or Laboratory contract employees may only take passage on aircraft purchased, chartered, leased, borrowed, managed, or contracted by the Laboratory when consistent with the Laboratory mission or purpose.

For repeated use of an aircraft under a release-type contractual arrangement, the persons approved to take passage may be delineated in the subcontract's scope-of-work, thus, eliminating the need for a specific advance approval for multiple flights.

Note: Except for immediate emergency evacuation, persons under 18 years of age may not take passage on aircraft purchased, chartered, leased, managed, or contracted by the Laboratory.

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Policy Overview *continued*

Shipment of Equipment or Material

The shipment of any equipment or material on aircraft purchased, chartered, leased, borrowed, managed, or contracted by the Laboratory must comply with all applicable local, State, DOE, Federal and International Air Transportation Association (IATA) regulations, and must be approved by the Berkeley Lab Shipping and Receiving Manager in advance.

In addition, when hazardous materials are to be shipped, including by commercial air carrier, the Berkeley Lab Shipping and Receiving Manager will ensure compliance with all Berkeley Lab, and IATA, Federal, DOE, State and local government packaging, documentation, and reporting requirements and regulations.

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Passengers on Aircraft

Introduction

This section outlines the policies and approval requirements for passengers of aircraft purchased, chartered, leased, borrowed, managed, or contracted by the Laboratory.

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Passengers on Berkeley Lab Chartered, Leased, Borrowed, Managed, or Contracted Aircraft

Persons taking passage on a Laboratory chartered, leased, borrowed, managed, or contracted aircraft must obtain the prior written approval of the Laboratory Director. Per RPM Section 4.01 Travel, Subsection F.2.a, "Written approval of the Laboratory Director must be obtained before a privately owned aircraft (including a rented aircraft) is used for official travel. Information on licensing, experience, and insurance requirements should be obtained from the Human Resources Office of Risk Management. Subsection F2.c (Chartered Aircraft) states, "Actual expenses for chartering an aircraft are allowable; however, prior approval to charter an aircraft must be obtained from the Laboratory Director…."

Note: Except for immediate emergency evacuation, persons under 18 years are prohibited from traveling as passengers on Laboratory chartered aircraft.

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Passengers on Other Non-Laboratory Aircraft

This policy does not apply to persons, when acting in a representative capacity for the Laboratory, who take passage on an aircraft that is:

- Operated by an FAA-approved commercial air carrier
- Operated by a U.S. government agency, to include the military, or
- Piloted by Berkeley Lab employees, when approved by the Berkeley Lab Risk Manager, and in compliance with Berkeley Lab rules for business use only (non-research/experimental) of non-owned aircraft.

Note: For use of privately-owned aircraft on official business, consult Berkeley Lab RPM Section 4.01: Travel.

Insurance Requirements

Introduction

The University requires subcontractors of aircraft services to possess adequate flight insurance. The following outlines the minimum flight insurance requirements for aircraft chartered, leased, borrowed, managed, or contracted by the Laboratory.

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Aircraft Insurance Requirements (Normal Use)

Subcontractors, when chartered or contracted by the Laboratory to provide aircraft services for normal cargo or passenger use, must provide insurance coverage per flight that, at a minimum, meets the coverage requirements listed in the table below.

Type of Aircraft	Type of Insurance*
Charter of General Aviation Aircraft with 10 seats or less:	$5,000,000 CSL per occurrence Including: • Bodily Injury Liability • Property Damage Liability • Passenger Liability
Charter of Rotor Wing Aircraft not exceeding passenger and crew capacity of 10 persons:	$10,000,000 CSL per occurrence including: • Bodily Injury Liability • Property Damage Liability • Passenger Liability
Charter of Fixed Wing Aircraft with more than 10 seats but less than 21 seats:	$10,000,000 CSL per occurrence including: • Bodily Injury Liability • Property Damage Liability • Passenger Liability
Charter of Fixed Wing Aircraft with more that 20 seats but less than 41 seats:	$25,000,000 CSL per occurrence including: • Bodily Injury Liability • Property Damage Liability • Passenger Liability
Charter of Fixed Wing Aircraft with more than 40 seats:	$100,000,000 CSL per occurrence including: • Bodily Injury Liability • Property Damage Liability • Passenger Liability Note: It is common to be named as an additional insured for over $200,000,000 on large airline equipment.
Charter of Air Ambulance (Fixed or Rotor Wing type) not exceeding passenger and crew capacity of 10 persons:	$20,000,000 CSL per occurrence including: • Bodily Injury Liability • Property Damage Liability • Passenger Liability

Note: Seats = Passenger seats

* DRM E-1 11/25/96 - Business & Finance Bulletin BUS-63, Insurance Requirements/ Certifications of Insurance. University's current requirements under FAA Part 135 and Part 121 regulations.

Insurance Requirements *continued*

Aircraft Insurance Requirements (Non-Routine Use)

Aircraft insurance requirements for "non-routine" aircraft use, shall be determined by the Berkeley Lab Risk Manager, in collaboration with the Berkeley Lab POC/ASO.

The requesting organization should note that the Berkeley Lab Risk Manager considers "non-routine" aircraft use as any use beyond routine passenger carriage such as experimental, test, ambulance, or carrying high value, hazardous or affixed equipment rather than ordinary property items.

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Notification of Inadequate Insurance

Laboratory representatives traveling on aircraft chartered, leased, borrowed, managed, or contracted by the Laboratory shall be notified by the Berkeley Lab sponsoring organization that the "Representative's" personal life and/or accident insurance policies should be reviewed by the "Representative's" insurance agent as to whether he/she is covered for such travel.

In addition, the Berkeley Lab sponsoring organization will notify the "Representative" that the University's additional Accidental Death and Dismemberment (AD&D) insurance coverage does not cover air travel by other than commercial air carrier.

The purchase of personal insurance is for the individual's own protection and is not reimbursable as an expense in connection with official business.

Procuring, Chartering, Leasing , or Borrowing Aircraft or Aircraft Services

Introduction

This section outlines the review and approvals required before placing an award for the purchase, charter, lease, borrow, or contract of aircraft or aircraft services for the Laboratory.

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Procurement

In addition to the standard approval requirements necessary when executing a subcontract, Procurement will ensure that the following approvals and documents are obtained before a subcontract to charter, lease, borrow, or contract for aircraft use is awarded:

- Procurement Aviation Checklist (Attachment) approved by: Berkeley Lab Risk Manager, Berkeley Lab POC/ASO, Procurement Specialist, and the Berkeley Lab sponsoring organization. Note that the Procurement Aviation Checklist must be completed prior to the award of any subcontract and must be submitted prior to each flight.
- Berkeley Lab Aviation Vendor Assessment approved by*:* Berkeley Lab POC/ASO and Berkeley Lab Procurement Specialist
- Insurance Coverage Certification - Berkeley Lab Risk Manager

Other approvals, as appropriate, may be required such as:

- Operations Safety Procedures (OSP) - Berkeley Lab Environmental Health & Safety, Sponsoring Department Director
- Aviation Safety Document (ASD) as required
- Borrowed property: Berkeley Lab Property Management Approval
- Shipments of Berkeley Lab equipment or material, including hazardous materials on aircraft: Shipping & Receiving Supervisor approval

Procurement will review each request for aircraft service and may deny an award of any request where:

- A commercial carrier service is reasonably available and no extraordinary circumstance is demonstrated,
- A charter, lease, or contract for aircraft services is not cost effective; or is
- Hazardous.

Note: Personal convenience is not considered an "extraordinary circumstance" justification for chartering an aircraft.

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Procuring, Chartering, Borrowing, or Leasing Aircraft or Aircraft Services cont'd.

Determining Appropriateness of Borrowed or Chartered Aircraft

Travel by chartered, leased, borrowed, or contracted aircraft to a destination serviced by a commercial carrier generally is not cost effective.

When chartering aircraft to destinations serviced by commercial carriers the requester must submit to the Procurement Subcontract Administrator sufficient cost data to satisfy the Subcontract Administrator that the use of a chartered, leased, borrowed, or contracted aircraft is appropriate and reasonable from a cost benefit perspective and is fully consistent with the allowability requirements of our contract with DOE.

The factors used when evaluating cost effectiveness of a chartered, leased, borrowed, or contracted aircraft may include, but are not limited to:

- Total savings by not flying on commercial air carrier,
- Ticket and cargo expenses,
- Ground transportation and additional lodging costs, and/or
- Number of passengers

Use of Aircraft for Project Purposes

Introduction

This section outlines the review and approvals required for the use of aircraft for project purposes, i.e., experimental use, such as aerial data collection, remote controlled aircraft, remote sensor platform, etc.

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Review and Approval

Requests for use of aircraft for project purposes may require one or more of the following:

- An Aviation Safety Document (ASD) prior to conducting any flight operation, reviewed by the Berkeley Lab POC/ASO, Berkeley Lab Risk Manager, and DOE/OAK Aviation Safety Officer, as appropriate. Approval is also required by the Department or Division's Laboratory Division Director prior to the DOE/OAK Aviation Safety Officer's and the DOE/OAK Aviation Manager's approval, in the Aviation Safety Officer's absence.

- Flight Readiness Review Board chaired by DOE/OAK Aviation Safety Officer.

- An Operational Safety Procedure (OSP) for off-site activities where Berkeley Lab has full or partial management responsibility must be prepared whenever the activity involves the use of aircraft for non-flight ground based project purposes; (e.g., an off-site radar or satellite remote telemetry installation which will relay information to/from an aircraft).

- Berkeley Lab Work-for-Others Projects are required to comply with this aviation policy.

Definitions

Definitions

Aircraft - as used in this document includes any apparatus intended for flight in the air. This includes manned or unmanned vehicles operating in the airspace such as fixed-wing, rotary-wing, balloons (large volume), unmanned aerial vehicle (UAV), remotely piloted vehicle (RPV), optionally piloted vehicle (OPV), but does not include missiles, rockets, or artillery projectiles.

Aviation Safety Documentation (ASD) - a document developed for missions that have risks not normally accepted by the public. The ASD should contain a description of the aviation mission; an analysis of the hazards; a description of deviations from the FARs and the reasons for the deviations. The ASD should also include signed documentation verifying that the responsible official is cognizant of the risks incurred and that those risks are accepted by the official.

Blanket Subcontract for Aircraft/Aviation Services - provides aircraft services by placing releases with a subcontractor during a specified subcontract period.

DOE Owned/Berkeley Lab Managed - any aircraft owned by DOE that is managed by and operated for Berkeley Lab.

Emergency Aircraft Operation - a situation where there is an imminent danger to persons or property such as the need for an emergency medical evacuation.

Government Aircraft - any aircraft owned, leased, chartered, borrowed, or rented that is operated by an Executive Agency including military aircraft (also known as Public Aircraft).

Berkeley Lab Sponsoring Organization - includes any program, department, division, or directorate at Berkeley Lab using an aircraft for project purposes including, but not limited to, experimental, aerial data collection and/or photography, remote-controlled aircraft, remote sensor platform, etc.

Routine Flight Operation - defined in the DOE Order 440.2 as operations having hazards of a type and magnitude routinely encountered and/or accepted by the public. The Berkeley Lab sponsoring organization will be required to submit a Berkeley Lab Notification of Routine Flight Operation memo to the Berkeley Lab POC/ASO.

Berkeley Lab Notification of Routine Flight Operation - a memo to the Berkeley Lab POC/ASO from the Berkeley Lab sponsoring organization describing details of a routine flight activity. Details should include description of the activity to be performed, date, time and location of the activity, description of the aircraft, vendor name, and address, etc.

Non-Routine Flight Operation - when an aircraft operation has been determined by the Laboratory to be non-routine, having hazards of a type and magnitude not routinely encountered and/or accepted by the public, the Berkeley Lab sponsoring organization will prepare and must have on file with DOE/OAK, an approved Berkeley Lab Aviation Safety Document (ASD) prior to any flight operation.

Operation Safety Procedure (OSP) - a written guide to the specific steps to be taken to ensure the safe performance of an operation.

References

Reference

DOE Order 440.2, Aviation Safety

DOE Property Management Regulations 41 CFR 109-38.52 Aircraft

DOE/OAK Aviation Implementation Plan

49 CFR 172.101 (Transportation), “Hazardous Material Table”

41 CFR 101-37 (Federal Property Management Regulations), “Government Aviation Administration and Coordination” — Governs management and utilization of Government owned, leased, chartered, and rented aircraft and related support services.

10 CFR 707 Subcontractor Substance Abuse Program

Berkeley Lab Regulations & Procedures Manual (RPM), 4.01 Travel Policy; Subsection F.2 Air Travel

Berkeley Lab Special Instruction (SI) 23.2, Environmental & Occupational Safety: Hazardous, Controlled and Special Materials.

Berkeley Lab Health & Safety Manual PUB-3000

Berkeley Lab Desk Guide titled Distribution ‘A’ (Revision 09/08/92) for the procedures to be followed in subcontracting for all hazardous, controlled, and special materials, as well as controlled substances.

University of California Business & Finance Bulletin BUS-63, Insurance Requirements/Certifications of Insurance. University’s current requirements under FAA Part 135 and Part 121 regulations DRM E-1 11/25/96.

PROCUREMENT AVIATION CHECKLIST - 1998

(This checklist must be completed and signed prior to award of contract and each flight operation.)

ACTIVITY DESCRIPTION_____

_____

REQUISITION # _____ **SUBCONTRACT NUMBER** _____

REQUESTERS NAME_____ **MAILSTOP** _____ **EXT**_____

Is this activity a "Work for Others"? No Yes
(If yes, please review DOE Order 440.2)

Will there be passengers? No Yes
(If yes, attach names, company/agency affiliation, & telephone number).

The Risk Manager has approved Insurance issues and requirements? No Yes
(If "yes", attach copy of Risk Manager's approval)

Will hazardous material transported as part of this activity? No Yes
(If yes, attach appropriate documentation)

Is an OSP required for this operation? No Yes
(If yes, appropriate documentation is required prior to commencing any ground operation.)

Is this a Routine or Non-Routine Flight Operation? (check one)

___ ROUTINE (Attach a copy of the Berkeley Lab Notification of Routine Flight Operation)

___ NON-ROUTINE (DOE approved Aviation Safety Document (ASD) will be required prior to receiving permission to conduct any flight operation).

DECLARATION

I have read and understand the Berkeley Lab Aviation Policy and certify that this activity is fully consistent with the Aviation Policy and the Laboratory's mission. (If required, an OSP and/or ASD will be prepared and approved prior to commencing operations.) Initial _____

For charter activities only: I have notified passengers that the University's Accidental Death and Dismemberment (AD&D) insurance coverage does not cover air travel by other than commercial air carrier and that their personal life and/or accident insurance policies should be reviewed by their insurance agent prior to any such travel. Initial_____

Signature _____ Date _____

Print Name/Title _____

APPROVALS / DATE

Procurement Specialist: (_____) _____

Berkeley Lab Point of Contact/Aviation Safety Officer: (Don VanAcker) _____

Berkeley Lab Risk Manager: (Azucena Coronel) _____

Procurement Manger: (Richard J. Arri) _____

NOTIFICATIONS OF FLIGHT OPERATIONS

The DOE Oakland (DOE/OAK) Aviation Safety Officer (ASO) must be notified by the Berkeley Lab Point of Contact/Aviation Safety Officer (POC/ASO) whenever a routine or non-routine aviation operation takes place. In order to comply with this requirement it is the responsibility of the Berkeley Lab Division or Department to notify the POC/ASO whenever a flight or operation will be conducted.

Listed below are sample notices and the information which the respective notices require. These notices may be e-mailed to the Berkeley Lab POC/ASO who will, in turn, notify DOE/OAK ASO.

ROUTINE FLIGHT OPERATIONS NOTIFICATIONS
Department Notice of Routine Flight Operation

- Name of Department and Department personnel who will be conducting or on the flight operation.
- Name, if any, of joint agency/company and their personnel who will be involved
- Date(s) of operation
- Aviation provider and their address.
- Purpose of aviation operation
- If operation involves flying over Berkeley Lab has Berkeley Lab Security been notified?

Berkeley Lab ASO Notice to DOE/OAK ASO
- All of the above,
- Statement as to whether Berkeley Lab has performed an on-site inspection of this contractor and whether it was found acceptable

NON-ROUTINE OPERATIONS NOTIFICATIONS
Department Notice of Non-Routine Flight Operation

- All of the information in the Routine Flight Operations Notification,
- Statement affirming that the operation is within the limits of the previously approved Aviation Safety Document (ASD)

Berkeley Lab POC/ASO Notice to DOE/OAK ASO
- All of the above plus
- The title and date of approval of the ASD for this non-routine mission and the specific aircraft which is covered by the ASD.
- A statement affirming that Berkeley Lab will not need to develop additional aviation safety documentation for this particular operation. (If this statement cannot be made, the operation cannot proceed until the additional documentation has been approved)

SAMPLE E-MAILNOTIFICATIONS TO DOE/OAK ASO

Notice of Routine Photo Flight Operations

_____ Lab will be contracting with _____ (name of company) of _____ (city & state) to take aerial photographs of the _____. The photographic flights will occur sometime during _____ - _____, 199__. Berkeley Lab Security will be notified prior to the day of flights over the Lab. Berkeley Lab has previously performed an on-site inspection of this contractor's operations and aircraft and found _____ (name of company) to be an acceptable contractor. There will/will not be Berkeley Lab passengers onboard the aircraft during the flight operations. (If Lab personnel will be on board, supply their names and mission tasks). If you have additional questions please contact me (or name of person who should be contacted) at _____.

Notice of Non-Routine Flight Operations

_____ Lab will be conducting NON-ROUTINE flight operations jointly with _____. (If this is not a joint operation line out 'jointly with') See enclosed memo for specific details. This aviation mission has a DOE approved Aviation Safety Document (ASD) titled _____ and approved _____ (date) for the use of the _____ (make and model of aircraft). Berkeley Lab's use of the aircraft is within the limits of the ASD. Per _____, (meeting, phone conversation, memo, etc.) Berkeley Lab will not need to develop additional aviation safety documentation. Should operational conditions change with the use of this aircraft or another we will keep you informed. If you have additional questions or need a copy of the ASD please contact me (or name of person who should be contacted) at _____.